



INTERNATIONAL STUDENT POLICY

**NAG 6
No. 604**

Purpose

St Heliers School accepts a number of international students each year to support their learning, to encourage a sense of global citizenship, and as a source of income for the school. We endeavour to provide a safe and positive experience for the students, parents, and staff, by providing the best possible learning opportunities, and by ensuring we meet the requirements of the Education (Pastoral Care of International Students) Code of Practice 2016.

Guidelines

1. The number of international students in the school each year will be dictated by the number of spaces for students at the different class levels.
2. International students will be placed in regular mainstream classes studying the New Zealand curriculum. They will be withdrawn for specialist ESOL tuition and Pastoral Care according to their needs. Short-term students enrolled for less than a term do not receive ESOL tuition.
3. The staffing structure for international students will be determined according to the Ministry of Education's staffing guidelines.
4. The manager for international students will have overall responsibility for matters relating to the students and will regularly review the needs of individual students.
5. Fees for international students will be reviewed and set by the Board of Trustees annually.
6. International students are required to pay tuition fees in advance.
7. The school has numerous policies and procedures in place to comply with the Education (Pastoral Care of International Students) Code of Practice 2016. The policies are on the school website. The procedures are kept in the Language Room.

Policies:

- International Student Policy.
- Fee Protection Policy.
- Refund Policy for International Students.
- International Student Disciplinary Policy.
- Medical & Travel Insurance Policy.
- Accommodation Policy.
- Policy for Managing Recruitment Agencies for International Students.